

## ATCA EXECUTIVE COMMITTEE

### Meeting Minutes | May 13, 2019 • 3:00 PM EDT

**PRESENT:** Nancy Bishop (Website Task Force), Charles Giuliano, Jay Handelman (Foundation ATCA), Lou Harry, Bill Hirschman (Chair), Frank Rizzo, Simon Saltzman, Robert Sokol (Secretary-Treasurer), Martha Steketee (Vice Chair). **ABSENT:** Chris Jones, Kerry Reid, Wendy Rosenfield

**SECRETARY REPORT (Sokol):** The minutes of April 15, 2019 were approved without amendment. (M: Saltzman, 2: Steketee, Unanimous.)

**TREASURER REPORT (Sokol):** Submitted unaudited financial statements as of April 30, 2019. Estimate for tax return from Foundation accountant was potentially \$600 so ATCA filed a six-month extension and will seek other oversight services. ATCA may also need to file a New York State tax return. Hirschman reiterated the need for a corporation agent of service resident in New York.

**FOUNDATION REPORT (Handelman):** Received request from the international committee for funding for the AICT-IATC executive committee meeting being planned for Chicago on October. Funding has been moved and seconded by the board of the Foundation, but the vote is being delayed pending financial status report.

**COMMITTEE REPORTS:** Advance reports were distributed as submitted by the committees. Additional reporting:

- **COMMUNICATIONS (No Chair):** Bishop reported on the activity of the website task force. Specific points included the desire to re-design the public-facing website and, to a lesser degree, the members-only website. The process would include issuing a member survey on current usage and content development, followed by issuing an RFP to choose a vendor (including the consideration of the pro bono offer made by the spouse of a member). The executive committee agreed that the task force should continue its work.
- **DIVERSITY & INCLUSION (Smith-Steketee):** No additional reporting.
- **MEMBERSHIP (Kelsall-Lowry):** Hirschman drew attention to the proposed pro forma rejection letter to be sent to applicants who do not currently meet ATCA's criteria for acceptance. The letter was noted as simple and respectful but not addressing the logically anticipated immediate question from the applicant as to why they do not qualify. Nothing action was taken.
- **PROGRAMS | Conferences – ATCA-WS19 (Handelman):** The initial conference registration data has been prepared for publication including the process to register for the conference and to reserve hotel rooms. Both the tourism office and the arts council for Winston-Salem plan to host some sort of reception for attendees. The tourism office is also offering assistance with onsite registration, name tags, and other logistics. The NBTF performance line-up will not be announced until June 3.
- **PROGRAMS | Conferences – ATCA-NY19 (Rizzo-Steketee):** No report.
- **PROGRAMS | Conferences – ATCA-PT20 (Smason):** No report.
- **PROGRAMS | International (Jenkins):** Hirschman added to the submitted written report that additional funding is being sought by the organizing committee (Abarbanel, Jenkins, Jones) outside of ATCA resources.
- **PROGRAMS | New Plays - Steinberg-Osborn (Harry):** No report.
- **PROGRAMS | New Plays - Primus (Reid):** No report.

#### OLD BUSINESS:

- **ANNUAL ELECTION:** All three seats in the new cycle will need to be filled. Hirschman cannot be re-elected and Reid and Saltzman are not running for re-election. Mark Lowry and Kelundra Smith have agreed to run for election. Additional candidates are being sought by the elections task force. The election schedule – with results announced June 28 – was approved as recommended by the elections task force and will ensure new members can plan to attend ATCA-WS19 for both ATCA and Foundation meetings.
- **BYLAWS REVISIONS (2019):** Discussion deferred to next meeting with the goal of distributing data to the membership this summer.
- **VISIONING:** The detail summaries from the facilitated planning meeting held in New York in November need to be reviewed, and action items prioritized for deployment over the projected five-year cycle, which coincides with ATCA's fiftieth anniversary in 2024.
- **TRAVEL STIPEND:** The proposal to provide partial reimbursement of travel expenses to ATCA officers attending defined ATCA events was approved as presented. Reimbursements will cover 50% of GSA approved hotel rates and actual transportation costs up to a maximum of \$400 per person per event. Travelers will be decided on a case-by-case basis and all expenses for the fiscal year will be limited to the approved line-item in the annual budget. (M: Frank, 2: Saltzman, Unanimous.)
- **BUDGET RE-ALIGNMENT:** The re-aligned budget was approved. There is no net change to the previously approved budget, only a shift to ensure at least 50% of the annual budget is applied to member-focused programs. (M: Steketee, 2: Rizzo, Unanimous.)
- **ATCA EVENTS STRUCTURE:** Discussion was held on the difference between an annual meeting and a national conference, on the fact that electronic voting and communications have changed part of the purpose of annual ATCA events, on the need for geographic diversity in event planning, and on the need to some sort of annual association gathering for colloquy. Discussion was also held on the ability (or lack thereof) of ATCA to support multiple yearly events, of the need to codify a structure and to template resources and infrastructure that allows members to plan regional events, and of the importance and current absence of multi-year advance planning. No consensus or decisions were reached regarding the proposed events menu or

#### NEW BUSINESS:

- **THEATREWORKS:** Submitted a thank you for ATCA's recommendation on their Tony Award for Regional Theatre. It was agreed to distribute the message via THE UPDATE. Sokol suggested that ATCA's history with the Tonys be documented for future reference.

**ADJOURN:** M: Steketee, 2: Rizzo, Unanimous.

[ Minutes recorded by Robert Sokol, secretary-treasurer. Submitted June 10, 2019 ]